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LIEUTENANT GOVERNOR


**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2011-002

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, PHR   
Human Resources Director

**SUBJECT:** Federal Tax Rate for Calendar Year 2011

**DATE:** January 10, 2011

Effective January 1, 2011, the new Federal Tables for income tax withholding will be used in calculating tax deductions. A message will appear on the January 14, 2011 checks and payroll statements advising employees that their **net pay may change due to the new tax rates for 2011**. In addition, a message will appear on the LEO Welcome Page.

**Employees may see an increase in federal withholding taxes due to the expiration of the Making Work Pay Tax Credit.** The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 (H.R. 4853) **decreased the employee tax rate for Social Security to 4.2%.**

All employees are encouraged to review their Federal tax withholding allowances (as reflected in LEO), and if necessary, submit an updated W-4 form to the Human Resources Division. The 2011 W-4 form is available on Channel Z under Human Resources → Forms. Specific questions regarding the appropriate tax withholding for an employee should be directed to a tax professional.

Please contact the Human Resources Division at (225) 342-0880 if further assistance is needed.

RND:tp

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